



Arizona Department of Transportation

Intermodal Transportation Division

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INFORMATION BULLETIN NO. 04-01

TO: ADOT Project Managers/Monitors, Resident Engineers
And Consultant Engineering Firms

FROM: Engineering Consultants Section

SUBJECT: PROCEDURES FOR POST DESIGN SERVICES ON ON-CALL AND DESIGN
CONTRACTS

Please be advised that the above referenced procedure is amended as follows:

ON-CALL CONTRACTS

1. Process a Contract Modification with the following:
 - a. Add Post Design Services compensation clause by Addendum
 - b. Add funds
 - c. Set up specific billing rates – use average rates already established in the contract and overhead rate currently approved in the contract, plus a 10% fee.
 - d. Exceptions: PDS on some on-calls are very specific. In this instance, a PDS task will be treated like a regular design task order, utilizing the rates already established in the contract.

DESIGN CONTRACTS

1. Process a contract modification with the following:
 - a. Add funds
 - b. Set up specific billing rates – have the consultant submit a certified payroll listing actual labor rates for the people to be used on Post Design, average those rates, add the current Audited approved overhead rate, plus a 10% fee.

If you have questions regarding this bulletin, please feel free to call Carrie Satterlee at (602) 712-7525.

Susan Tellez
Contract Administrator

